

ARC DATA REQUIREMENTS LIST (DRL)

October 20, 2009

For purposes of this document, "time" is defined as follows: Time—if stated as a number of days—is calculated using calendar days, unless otherwise specified. It includes Saturdays, Sundays, and legal federal holidays. If, however, the last day falls on a Saturday, Sunday, or legal federal holiday, then the period shall include the next business day.

Unless otherwise specified below, reports may be submitted electronically to each of the identified recipients. Hardcopy reports shall be addressed as follows:

Recipient
NASA Ames Research Center
Attn: Code — , M/S —
Moffett Field, CA 94035-1000

Acronyms:

[FAR](#) Federal Acquisition Regulation
[NPD](#) NASA Policy Directive
[APD](#) Ames Policy Directive
CO Contracting Officer

[NFS](#) NASA FAR Supplement
[NPR](#) NASA Policy Requirement
[APD](#) Ames Policy Requirement
COTR Contracting Officer's Technical Representative

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 01	2. TITLE Monthly Progress Reports / Quarterly Progress Reports/ Final Report		
3. DESCRIPTION			
Monthly progress reports. Submit monthly reports, which address each task order, in accordance with clause entitled "Additional Reports of Work - Research and Development" (NFS 1852.235-74). Progress of Recovery Act Task Orders shall be kept separate.			
Quarterly progress reports. Submit quarterly reports, which address each task order, in accordance with clause entitled "Additional Reports of Work - Research and Development" (NFS 1852.235-74). Progress of Recovery Act Task Orders shall be kept separate. See Item No. 17 for additional Recovery Act Quarterly Reporting Requirements.			
Final Report. The Contractor shall submit to the Contracting Officer a final report that summarizes the results of the entire contract, including recommendations and conclusions based on the experience and results obtained. The final report should include tables, graphs, diagrams, curves, sketches, photographs, and drawings in sufficient detail to explain comprehensively the results achieved under the contract.			
The final report shall be of a quality suitable for publication and shall follow the formatting and stylistic guidelines contained in NPR 2200.2A, Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information. Electronic formats for submission of reports should be used to the maximum extent practical. Before electronically submitting reports containing scientific and technical information (STI) that is export-controlled or limited or restricted, contact the Contracting Officer to determine the requirements to electronically transmit these forms of STI. If appropriate electronic safeguards are not available at the time of submission, a paper copy or a CD-ROM of the report shall be required. Information regarding appropriate electronic formats for final reports is available at http://www.sti.nasa.gov under "Publish STI – Electronic File Formats."			
The last page of the final report shall be a completed Standard Form (SF) 298, Report Documentation Page.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		TBD at time of Award	Monthly, due NLT the 15th day of the month following the month to be reported.
COTR, Francisco Torres		Code AUS, M/S 258-1	Quarterly, due NLT the 15th day of the quarter being reported.
Task Requester listed on Task Order		Code —, M/S —	The final report shall be submitted no later than the final day of the contract performance period.

ARC DATA REQUIREMENTS LIST (DRL)

5. ADDITIONAL INFORMATION / INSTRUCTIONS

If the contract contains either a patent rights clause or new technology clause, then the contractor shall provide a copy of this report to:

New Technology Officer	Code VP, M/S 202A-3
Patent Counsel	Code DL, M/S 202A-4

The Contractor shall include a completed Report Documentation Page (SF 298) as the final page of each technical report (e.g., monthly, quarterly, final) submitted. In addition, a reproducible copy and a printed or reproduced copy of the reports shall be sent to:

NASA Center for AeroSpace Information (CASI)
Attn: Accessioning Department
7121 Standard Drive
Hanover, MD 21076-1320

In addition to the final report submitted to the Contracting Officer, the Contractor shall concurrently provide to the Center STI/ Publication Manager and the NASA Center for AeroSpace Information (CASI) a copy of the letter transmitting the final report to the Contracting Officer. The copy of the letter shall be submitted to CASI at the address listed at <http://www.sti.nasa.gov> under the "Get Help" link.

Reference:

NFS 1852.235-70, *Center for AeroSpace Information*
NFS 1852.235-73, *Final Scientific and Technical Reports*
NFS 1852.235-74, *Additional Reports of Work—Research and Development*
NPR 2200.2, *Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information*

1. ITEM NO. 02	2. TITLE Initial Financial Management Report (NF 533Q)		
3. DESCRIPTION			
<p>An initial financial management report for the base period of the contract shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the forms and the NASA Directive(s) listed below.</p> <p>Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; award fee and NASA capital assets. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres Resource Management Specialist Financial Reporting Branch Resources Management Division	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1 Code —, M/S — Code CF, M/S 203-18 Code CR, M/S 204-17</td><td style="width: 50%; vertical-align: top;">d. FREQUENCY / DELIVERY DATE Due 30 days after effective date of contract.</td></tr> </table>	c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1 Code —, M/S — Code CF, M/S 203-18 Code CR, M/S 204-17	d. FREQUENCY / DELIVERY DATE Due 30 days after effective date of contract.
c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1 Code —, M/S — Code CF, M/S 203-18 Code CR, M/S 204-17	d. FREQUENCY / DELIVERY DATE Due 30 days after effective date of contract.		

5. ADDITIONAL INFORMATION / INSTRUCTIONS

Reference:

NFS 1852.242-73, *NASA Contractor Financial Management Reporting*
NPR 9250.1, *Property, Plant, and Equipment and Operating Materials and Supplies*
NPR 9501.2, *NASA Contractor Financial Management Reporting System*

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 03	2. TITLE Quarterly Financial Management Report (NF 533Q)	
3. DESCRIPTION		
<p>A quarterly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533Q (or computer-generated version) in accordance with the instructions on the reverse side of the form and the NASA Directive(s) listed below.</p> <p>Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee and NASA capital assets. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor and NASA. Variances between planned dollars and actual dollars ± 5 percent for each reporting category (at the total contract level only) shall be explained. Contractor estimates can be used if actual data is not available by the required submission date.</p> <p>NASA strongly encourages the use of electronic contractor cost reporting, where it may benefit the Agency or the contractor, as long as the requirements of this NPG are met and NASA obtains the information it needs to manage its contracts. In particular, electronic reporting should permit the contractor to submit NF 533 reports earlier than the standard due dates. The use of currently available technologies and transmission capabilities to facilitate electronic reporting is also encouraged.</p> <p>The Contractor shall segregate Recovery Act funds from non-Recovery Act funds on NASA Form 533, Financial Management Reporting.</p>		
4. DISTRIBUTION		
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.		
b. RECIPIENT	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award	TBD at time of Award	Due not later than the 15th day of the month preceding the quarter being reported in columns 8a, 8b, and 8c (e.g., the report for the quarter beginning July is due not later than June 15).
COTR, Francisco Torres	Code AUS, M/S 258-1	
Resource Management Specialist	Code —, M/S —	
Financial Reporting Branch	Code CF, M/S 203-18	
Resources Management Division	Code CR, M/S 204-17	
5. ADDITIONAL INFORMATION / INSTRUCTIONS		
<p>Reference:</p> <p>NFS 1852.242-73, <i>NASA Contractor Financial Management Reporting</i> NPR 9250.1, <i>Property, Plant, and Equipment and Operating Materials and Supplies</i> NPR 9501.2, <i>NASA Contractor Financial Management Reporting System</i> FAR 52.204-11, <i>American Recovery and Reinvestment Act—Reporting Requirements</i></p>		

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 04	2. TITLE Monthly Financial Management Report (NF 533M)							
3. DESCRIPTION								
<p>A monthly financial management report shall be submitted by the Contractor and each major subcontractor on NASA Form 533M (or computer-generated version) in accordance with the instructions on the reverse side of the form in accordance with the instructions on the reverse side of the form and the NASA Directive(s) listed below.</p> <p>Reporting categories shall be elements of cost including: total direct labor hours (excluding subcontract); direct labor hours (subcontractors); direct labor costs; overhead and G&A (Prime Contractor); total direct labor, overhead, and G&A (subcontractors); other direct costs (ODCs), G&A/handling charge on ODCs; total other direct costs; fixed fee and NASA capital assets. Reports shall also provide data on planned and actual costs and labor hours, contract projections and estimates to complete. All blocks shall be completed as appropriate. Formats will be agreed upon between the Contractor and NASA. The Contractor shall provide a variance analysis for significant differentials in the elements of cost between the actual and plan for the current month. Variances between planned dollars and actual dollars ± 5 percent for each reporting category (at the total contract level only) shall be explained. Contractor estimates can be used if actual data is not available by the required submission date.</p> <p>NASA strongly encourages the use of electronic contractor cost reporting, where it may benefit the Agency or the contractor, as long as the requirements of this NPG are met and NASA obtains the information it needs to manage its contracts. In particular, electronic reporting should permit the contractor to submit NF 533 reports earlier than the standard due dates. The use of currently available technologies and transmission capabilities to facilitate electronic reporting is also encouraged.</p> <p>The Contractor shall segregate Recovery Act funds from non-Recovery Act funds on NASA Form 533, Financial Management Reporting.</p>								
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<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;">b. RECIPIENT</td> <td style="width: 33%; vertical-align: top;">c. SHIPPING ADDRESS</td> <td style="width: 33%; vertical-align: top;">d. FREQUENCY / DELIVERY DATE</td> </tr> <tr> <td style="vertical-align: top;">CO, TBD at time of Award COTR, Francisco Torres Resource Management Specialist Financial Reporting Branch Resources Management Division</td> <td style="vertical-align: top;">TBD at time of Award Code AUS, M/S 258-1 Code —, M/S — Code CF, M/S 203-18 Code CR, M/S 204-17</td> <td style="vertical-align: top;">Due not later than 10 working days following the close of the contractor's monthly accounting period.</td> </tr> </table>			b. RECIPIENT	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE	CO, TBD at time of Award COTR, Francisco Torres Resource Management Specialist Financial Reporting Branch Resources Management Division	TBD at time of Award Code AUS, M/S 258-1 Code —, M/S — Code CF, M/S 203-18 Code CR, M/S 204-17	Due not later than 10 working days following the close of the contractor's monthly accounting period.
b. RECIPIENT	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE						
CO, TBD at time of Award COTR, Francisco Torres Resource Management Specialist Financial Reporting Branch Resources Management Division	TBD at time of Award Code AUS, M/S 258-1 Code —, M/S — Code CF, M/S 203-18 Code CR, M/S 204-17	Due not later than 10 working days following the close of the contractor's monthly accounting period.						
5. ADDITIONAL INFORMATION / INSTRUCTIONS								
<p>Reference:</p> <p>NFS 1852.242-73, <i>NASA Contractor Financial Management Reporting</i> NPR 9250.1, <i>Property, Plant, and Equipment and Operating Materials and Supplies</i> NPR 9501.2, <i>NASA Contractor Financial Management Reporting System</i> FAR 52.204-11, <i>American Recovery and Reinvestment Act—Reporting Requirements</i></p>								

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 05	2. TITLE Safety and Health Plan (Final)					
3. DESCRIPTION						
<p>The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Division. The plan shall include health and environmental compliance regulations applicable to this contract. The plan is required before contract award as part of the Contractor's proposal and shall be updated in accordance with the clause(s) referenced below.</p>						
4. DISTRIBUTION						
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>b. RECIPIENT</p> <p>CO, TBD at time of Award*</p> <p>COTR, Francisco Torres</p> </td> <td style="width: 33%; vertical-align: top;"> <p>c. SHIPPING ADDRESS</p> <p>TBD at time of Award</p> <p>Code AUS, M/S 258-1</p> </td> <td style="width: 34%; vertical-align: top;"> <p>d. FREQUENCY / DELIVERY DATE</p> <p>The draft plan is required as part of the proposal submission package.</p> <p>The final plan is due within 30 days after the Government issues comments on the draft plan.</p> </td> </tr> </table>				<p>b. RECIPIENT</p> <p>CO, TBD at time of Award*</p> <p>COTR, Francisco Torres</p>	<p>c. SHIPPING ADDRESS</p> <p>TBD at time of Award</p> <p>Code AUS, M/S 258-1</p>	<p>d. FREQUENCY / DELIVERY DATE</p> <p>The draft plan is required as part of the proposal submission package.</p> <p>The final plan is due within 30 days after the Government issues comments on the draft plan.</p>
<p>b. RECIPIENT</p> <p>CO, TBD at time of Award*</p> <p>COTR, Francisco Torres</p>	<p>c. SHIPPING ADDRESS</p> <p>TBD at time of Award</p> <p>Code AUS, M/S 258-1</p>	<p>d. FREQUENCY / DELIVERY DATE</p> <p>The draft plan is required as part of the proposal submission package.</p> <p>The final plan is due within 30 days after the Government issues comments on the draft plan.</p>				
5. ADDITIONAL INFORMATION / INSTRUCTIONS						
<p>Reference:</p> <p>NFS 1852.223-70, <i>Safety and Health</i></p> <p>NFS 1852.223-73, <i>Safety and Health Plan</i></p> <p>*The CO will forward a copy to the Occupational Safety, Health and Medical Services Division for review.</p>						

1. ITEM NO. 06	2. TITLE Incident / Mishap Report					
3. DESCRIPTION						
<p>The contractor shall file and submit the required report electronically via the NASA Incident Reporting Information (IRIS) system. IRIS shall be used to report a mishap, close call, hazard, or employee safety concern. It is also used to report an injury, sudden illness, or exposure. (Formerly reported via NASA Form 1627.)</p> <p>(See http://q.arc.nasa.gov/IncidentReporting.html.)</p>						
4. DISTRIBUTION						
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>b. RECIPIENT</p> <p>CO, TBD at time of Award</p> <p>COTR, Francisco Torres</p> <p>Occupational Safety, Health and Medical Services Division</p> </td> <td style="width: 33%; vertical-align: top;"> <p>c. SHIPPING ADDRESS</p> <p>TBD at time of Award</p> <p>Code AUS, M/S 258-1</p> <p>Code QH, M/S 237-14</p> </td> <td style="width: 34%; vertical-align: top;"> <p>d. FREQUENCY / DELIVERY DATE</p> <p>Due within one working day after the occurrence of any mishap.</p> </td> </tr> </table>				<p>b. RECIPIENT</p> <p>CO, TBD at time of Award</p> <p>COTR, Francisco Torres</p> <p>Occupational Safety, Health and Medical Services Division</p>	<p>c. SHIPPING ADDRESS</p> <p>TBD at time of Award</p> <p>Code AUS, M/S 258-1</p> <p>Code QH, M/S 237-14</p>	<p>d. FREQUENCY / DELIVERY DATE</p> <p>Due within one working day after the occurrence of any mishap.</p>
<p>b. RECIPIENT</p> <p>CO, TBD at time of Award</p> <p>COTR, Francisco Torres</p> <p>Occupational Safety, Health and Medical Services Division</p>	<p>c. SHIPPING ADDRESS</p> <p>TBD at time of Award</p> <p>Code AUS, M/S 258-1</p> <p>Code QH, M/S 237-14</p>	<p>d. FREQUENCY / DELIVERY DATE</p> <p>Due within one working day after the occurrence of any mishap.</p>				
5. ADDITIONAL INFORMATION / INSTRUCTIONS						
<p>Reference:</p> <p>NPR 8621.1, <i>NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping</i></p> <p>APR 1700.1, <i>Ames Health and Safety Manual Procedural Requirements</i></p>						

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 07	2. TITLE Contractor Monthly Accident Report		
3. DESCRIPTION			
The contractor shall file and submit the required report electronically via the Contractor Monthly Accident Reporting (CMAR) web-based system at http://cmar.arc.nasa.gov . (Formerly reported via form ARC 15.)			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be accessible to each of the recipients identified below in the web-based system.			
b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres Occupational Safety, Health and Medical Services Division		c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1 Code QH, M/S 237-14	d. FREQUENCY / DELIVERY DATE Due no later than 15 calendar days after the end of each month.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: NFS 1852.223-70, <i>Safety and Health</i> NFS 1852.223-72, <i>Safety and Health (Short Form)</i> . NFS 1852.223-73, <i>Safety and Health Plan</i> NFS 1852.223-75, <i>Major Breach of Safety or Security</i> NPR 8715.3, <i>NASA Safety Manual</i> APR 1700.1, <i>Ames Health & Safety Procedural Requirements</i>			

1. ITEM NO. 08	2. TITLE Environmental Management System (EMS)		
3. DESCRIPTION			
The Contractor shall provide the following Environmental Management System (EMS) deliverables: The facility compliance audits as described in Section 402 of EO 13148			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres		c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1	d. FREQUENCY / DELIVERY DATE TBD
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.223-5, <i>Pollution Prevention and Right-to-Know Information</i> , Alternates I and II Executive Order (EO) 13148, <i>Greening the Government Through Leadership in Environmental Management</i> NPR 8553.1, <i>NASA Environmental Management System (EMS)</i> APR 8800.3, <i>Ames Environmental Procedural Requirements</i>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 09	2. TITLE Patent Rights—Ownership by the Contractor or New Technology Report																						
3. DESCRIPTION																							
<p>The Contractor shall submit either (1) Patent Rights—Ownership by the Contractor or (2) New Technology Reports in accordance the applicable clauses listed below. A final report shall be submitted listing all reportable items (or certifying that there were no such reportable items), and listing all subcontracts at any tier containing a patent rights clause (or certifying that there were no such subcontracts).</p>																							
4. DISTRIBUTION																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="padding: 2px;">a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</td> </tr> <tr> <td style="width: 33%; vertical-align: top; border-right: 1px solid black; padding: 2px;">b. RECIPIENT</td> <td style="width: 33%; vertical-align: top; border-right: 1px solid black; padding: 2px;">c. SHIPPING ADDRESS</td> <td colspan="2" style="width: 34%; vertical-align: top; padding: 2px;">d. FREQUENCY / DELIVERY DATE</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">CO, TBD at time of Award</td> <td style="border-right: 1px solid black; padding: 2px;">Code JAC, M/S 241-1</td> <td colspan="2" style="padding: 2px;">Interim reports shall be submitted annually. If there are no reportable items, a negative report is required. A final report is due within 3 months after completion of contracted work.</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">New Technology Officer</td> <td style="border-right: 1px solid black; padding: 2px;">Code VP, M/S 202A-3</td> <td colspan="2" style="padding: 2px;"></td> </tr> <tr> <td style="border-right: 1px solid black; padding: 2px;">Patent Counsel</td> <td style="border-right: 1px solid black; padding: 2px;">Code DL, M/S 202A-4</td> <td colspan="2" style="padding: 2px;"></td> </tr> </table>				a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.				b. RECIPIENT	c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE		CO, TBD at time of Award	Code JAC, M/S 241-1	Interim reports shall be submitted annually. If there are no reportable items, a negative report is required. A final report is due within 3 months after completion of contracted work.		New Technology Officer	Code VP, M/S 202A-3			Patent Counsel	Code DL, M/S 202A-4		
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New Technology Officer	Code VP, M/S 202A-3																						
Patent Counsel	Code DL, M/S 202A-4																						
5. ADDITIONAL INFORMATION / INSTRUCTIONS																							
<p>Electronic submission via NASA's Electronic New Technology Reporting (eNTRe) web system at http://invention.nasa.gov/ is encouraged. NASA Form 1679, <i>Disclosure of Invention and New Technology (Including Software)</i>, or equivalent, may also be used.</p> <p>Reference:</p> <p>FAR 52.227-11, <i>Patent Rights—Ownership by the Contractor</i> (as modified by NFS clause 1852.227-11) NFS 1852.227-70, <i>New Technology</i> NFS 1852.227-72, <i>Designation of New Technology Representative and Patent Representative</i></p>																							

1. ITEM NO. 10	2. TITLE Property Management Report (DD Form 1149)																						
3. DESCRIPTION																							
<p>The Contractor shall submit a Property Management Report itemizing all purchases for the quarter. All orders, items received, and prices must be included. The Contractor shall use DD Form 1149, <i>Requisition and Invoice/ Shipping Document</i>, to report Government property that is centrally reportable equipment to the NASA Equipment Management System (NEMS): (1) at the time of receipt and acceptance of accountability; (2) when major changes occur in the data initially submitted to NASA; and (3) when the equipment is no longer required for or actively being used in pursuit of this contract. The Contractor shall indicate the current condition code of equipment reported pursuant to (3) above.</p>																							
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COTR, Francisco Torres	Code AUS, M/S 258-1																						
ARC Supply and Equipment Management Officer (SEMO)	Code JS, M/S 255-2																						
5. ADDITIONAL INFORMATION / INSTRUCTIONS																							
<p>Reference:</p> <p>NFS 1852.245-71, <i>Installation-Accountable Government Property</i> (Deviation) NPR 4100.1, <i>NASA Materials Inventory Management Manual</i> NPR 4200.1, <i>NASA Equipment Management Procedural Requirements</i> NPR 4300.1, <i>NASA Personal Property Disposal Procedural Requirements</i></p>																							

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 11	2. TITLE Centrally Reportable Equipment (DD Form 1419)		
3. DESCRIPTION			
<p>The Contractor shall submit a DD Form 1419, <i>DoD Industrial Plant Equipment Requisition</i>, for property screening.</p> <p>The Contractor shall submit a DD Form 1419, DOD Industrial Plant Equipment Requisition, or equivalent format upon determination of need for any Government-owned equipment item for performance of this contract, and at least 30 days in advance of the date the contractor intends to acquire the item. Contractors who are authorized to conduct their own screening using the NASA Equipment Management System (NEMS) and other Government sources of excess property shall provide the evidence of screening results with their request for contracting officer consent. Requests to purchase based on unsuitability of items found shall include rationale for the determined unsuitability.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres ARC Supply and Equipment Management Officer (SEMO)		c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1 Code JS, M/S 255-2	d. FREQUENCY / DELIVERY DATE Submit to COTR, who forwards to CO, who forwards to SEMO. Due 30 days prior to purchase of property in accordance with the instructions in NFS 1845.7102.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference:</p> <p>FAR 52.245-1, <i>Government Property</i> NFS 1852.245-71, <i>Installation-Accountable Government Property</i> (Deviation) NPR 4100.1, <i>NASA Materials Inventory Management Manual</i> NPR 4200.1, <i>NASA Equipment Management Procedural Requirements</i> NPR 4300.1, <i>NASA Personal Property Disposal Procedural Requirements</i></p>			

1. ITEM NO. 12	2. TITLE IT Security Plan		
3. DESCRIPTION			
<p>The Contractor shall prepare and submit, for NASA approval, an IT Security Plan, Risk Assessment, and FIPS 199, <i>Standards for Security Categorization of Federal Information and Information Systems</i>, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.</p>			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres		c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1	d. FREQUENCY / DELIVERY DATE Due within 30 days after contract award
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
<p>Reference:</p> <p>NFS 1852.204-76, <i>Security Requirements for Unclassified Information Technology Resources</i> (Deviation)</p>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 13	2. TITLE IT Security Training Report					
3. DESCRIPTION						
<p>The Contractor shall submit a monthly listing, including updates, of all Contractor personnel receiving IT security training.</p>						
4. DISTRIBUTION						
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;">b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres</td> <td style="width: 33%; vertical-align: top;">c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1</td> <td style="width: 34%; vertical-align: top;">d. FREQUENCY / DELIVERY DATE Due no later than 5 working days after the end of each month.</td> </tr> </table>				b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres	c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1	d. FREQUENCY / DELIVERY DATE Due no later than 5 working days after the end of each month.
b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres	c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1	d. FREQUENCY / DELIVERY DATE Due no later than 5 working days after the end of each month.				
5. ADDITIONAL INFORMATION / INSTRUCTIONS						
<p>Reference:</p> <p>NFS 1852.204-76, <i>Security Requirements for Unclassified Information Technology Resources</i> (Deviation)</p>						

1. ITEM NO. 14	2. TITLE Organizational Conflicts of Interest Avoidance Plan					
3. DESCRIPTION						
<p>The Organizational Conflicts of Interest Avoidance Plan shall be provided by the contractor with submission of the proposal. This plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the service provider has access to companies' sensitive information and shall establish specific methods to control, mitigate, or eliminate all problems identified. The plan shall address any other requirements identified in the contract.</p> <p>The Contractor's Organizational Conflicts of Interest Avoidance Plan is incorporated by reference into this contract (see Attachment J.1(a)6). This Plan addresses Organizational Conflicts of Interest at the contract level. Each individual task order will state if additional Organizational Conflicts of Interest requirements exist and, if so, an additional Organizational Conflicts of Interest Avoidance Plan may be required by the Contracting Officer to address potential conflicts of interest prior to authorization of that task order.</p>						
4. DISTRIBUTION						
<p>a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; vertical-align: top;">b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres</td> <td style="width: 33%; vertical-align: top;">c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1</td> <td style="width: 34%; vertical-align: top;">d. FREQUENCY / DELIVERY DATE A preliminary analysis of possible organizational conflicts of interest shall be included with proposal submission. The contractor shall submit a comprehensive organizational conflicts of interest avoidance plan within 30 days after contract award. Each individual task order will state if additional Organizational Conflicts of Interest requirements exist and, if so, an additional Organizational Conflicts of Interest Avoidance Plan may be required by the Contracting Officer to address potential conflicts of interest prior to authorization of that task order.</td> </tr> </table>				b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres	c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1	d. FREQUENCY / DELIVERY DATE A preliminary analysis of possible organizational conflicts of interest shall be included with proposal submission. The contractor shall submit a comprehensive organizational conflicts of interest avoidance plan within 30 days after contract award. Each individual task order will state if additional Organizational Conflicts of Interest requirements exist and, if so, an additional Organizational Conflicts of Interest Avoidance Plan may be required by the Contracting Officer to address potential conflicts of interest prior to authorization of that task order.
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5. ADDITIONAL INFORMATION / INSTRUCTIONS						
<p>Reference:</p> <p>NFS 1837.203-70, <i>Providing contractors access to sensitive information</i> NFS 1852.237-72, <i>Access to Sensitive Information</i></p>						

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 15	2. TITLE Non-Disclosure Agreements		
3. DESCRIPTION			
All contractor personnel shall be required to sign non-disclosure agreements prior to starting work and may be required to sign Center, contract, and/or contractor specific non-disclosure agreements as part of the closing of certain specific contractual agreements.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		TBD at time of Award	Once / Prior to starting work
COTR, Francisco Torres		Code AUS, M/S 258-1	
5. ADDITIONAL INFORMATION / INSTRUCTIONS			

1. ITEM NO. 16	2. TITLE Subcontract Consent Package		
3. DESCRIPTION			
The Contractor shall submit subcontract consent package(s) in accordance with FAR 52.244-2 or as specifically requested by the Contracting Officer.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		Code JAC, M/S 241-1	See Block 3. above.
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.244-2, <i>Subcontracts</i>			

1. ITEM NO. 17	2. TITLE American Recovery and Reinvestment Act – Reporting Requirements		
3. DESCRIPTION			
Contractor shall utilize the tool at www.FederalReporting.gov to report first-tier subcontracts, executive compensation, and jobs created or retained, work progress, and amount invoiced, among other things. The Federal Reporting website is publically available and the information reported by Federal contractors will serve to provide transparent information on the use and effectiveness of Recovery Act funds.			
4. DISTRIBUTION			
a. QTY / UNIT — 1 Email notification shall be sent to the CO once each submission is completed.			
b. RECIPIENT		c. SHIPPING ADDRESS	d. FREQUENCY / DELIVERY DATE
CO, TBD at time of Award		TBD at time of Award	Quarterly
5. ADDITIONAL INFORMATION / INSTRUCTIONS			
Reference: FAR 52.204-11, <i>American Recovery and Reinvestment Act—Reporting Requirements</i>			

ARC DATA REQUIREMENTS LIST (DRL)

1. ITEM NO. 18	2. TITLE Phase-Out Plan
3. DESCRIPTION The Contractor shall submit, for Government approval, a Phase-Out Plan for the complete and orderly transfer of duties and records to the incoming Contractor. The Plan shall address issues pertinent to the continuation of safe operations for all areas of responsibility under the contract.	
4. DISTRIBUTION a. QTY / UNIT — 1 copy shall be delivered to each of the recipients identified below. Submission of electronic copies is authorized.	
b. RECIPIENT CO, TBD at time of Award COTR, Francisco Torres	c. SHIPPING ADDRESS TBD at time of Award Code AUS, M/S 258-1
d. FREQUENCY / DELIVERY DATE Due 60 days before contract completion.	
5. ADDITIONAL INFORMATION / INSTRUCTIONS	